

Civilian Personnel Advisory Center (CPAC): Fort George G. Meade, Maryland, Installation Civilian Employee Training Calendar

July 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Independence Day (Observed)	6	7 New Employee Orientation/No Fear Act for New Employees CPAC Tng. Room 8:00 – 4:00	8 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	9	10
11	12	13	14 Prevention of Sexual Harassment (POSH) Refresher CPAC Tng. Room 2:00 – 3:30	15	16	17
18	19	20	21	22	23	24
25	26 8 – 4:15 HR for Supervisors, CPAC Tng. Room (XB8AHS)	27 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Two	28 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Three	29 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Four	30 8 – 11:30 HR for Supervisors, CPAC Tng. Room Day Five 12:30 – 4:30 POSH for New Supervisors, CPAC Tng. Room	31

August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Prevention of Sexual Harassment (POSH) Refresher CPAC Tng. Room 2:00 – 3:30	12 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	13	14
15	16	17	18	19	20	21
22	23 EEO Counselor Training CPAC Tng. Room 8:00 – 4:30	24 EEO Counselor Training CPAC Tng. Room 8:00 – 4:30	25 EEO Counselor Training CPAC Tng. Room 8:00 – 4:30	26 EEO Counselor Training CPAC Tng. Room 8:00 – 4:30	27 EEO Counselor Training CPAC Tng. Room 8:00 – 4:30	28
29	30	31				

September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labor Day	7 Retirement Planning Seminar (ABC-C VTT) CSRS CPAC Tng. Room 8:00 – 11:00	8 Prevention of Sexual Harassment (POSH) Refresher CPAC Tng. Room 2:00 – 3:30	9 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	10	11
12	13	14	15	16	17	18
19	20	21 (Firefighters) Retirement Planning Seminar (ABC-C VTT) CSRS 8:00 – 11:00; FERS 1:00 – 4:00 CPAC Tng. Room	22	23 New Employee Orientation/No Fear Act for New Employees CPAC Tng. Room 8:00 – 4:00	24	25
26	27	28	29	30		

October 2010 Fiscal Year 2011 Start

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Columbus Day	12	13 Prevention of Sexual Harassment (POSH) Refresher CPAC Tng. Room 2:00 – 3:30	14 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	15	16
17	18 8 – 4:15 HR for Supervisors, CPAC Tng. Room (XB8AHRs)	19 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Two	20 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Three	21 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Four	22 8 – 11:30 HR for Supervisors, CPAC Tng. Room Day Five 1:30 – 4:00 POSH for New Supervisors, CPAC Tng. Room	23
24 31	25	26	27	28	29	30

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10 Prevention of Sexual Harassment (POSH) Refresher CPAC Tng. Room 2:00 – 3:30	11 Veterans Day	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving Day	26	27
28	29	30				

LEGEND AND NOTES:

Contact your organization Administrative or Training point of contact to the Civilian Personnel Advisory Center (CPAC) for course details and enrollment procedures.

Unless otherwise noted in the training calendar, courses will be offered in the CPAC Training Room, Room 122, Building 4432. Building 4432 is located on Llewellyn Avenue – next to the Fort Meade Post Theater. Main entry into Building 4432 is accomplished through the CPAC entrance at the rear of the building. Parking is available at the rear of the building.

Department of the Army requires that Standard Form 182 (Authorization, Agreement and Certification of Training) be completed for courses over 4 hours in length, or courses that are mandated by Army. Copies of completed SF 182 are to be kept by the employee and a file copy held in organization files. Certification of completion of training may be accomplished by an instructor/training provider, or by an organization Delegated Training Authority (DTA) upon submission of proof of completion of the training. Documentation of training (entry into the employee training history database) in the automated personnel file – Defense Civilian Personnel Data System (DCPDS) - must be accomplished by the organization representative having the appropriate DCPDS, and completed training data entry access.

Army Civilian Leader Courses (Civilian Education System – CES). Enrollment into the mandatory CES leader courses is accomplished through the Civilian Human Resources Training Application System (CHRTAS). Link to CHRTAS to create a student profile and enroll in courses - <https://www.atrrs.army.mil/channels/chrtas/default.asp?page=main.asp>

“Army e-Learning” offers a large selection of interactive courses in addition to the end-user software courses. To register for “Army e-Learning” go to “My Professional Data” at your AKO home page and link to “My Education”. Once there you will find a link to “Army e-Learning”.

Point of Contact for this training calendar is the Civilian Employee Training Manager, Fort Meade CPAC, telephone 301-677-6766.